



## **CORO Northern California**

### **San Francisco Office of Civic Engagement and Immigrant Affairs**

#### **SAN FRANCISCO COMMUNITY ENGAGEMENT PARTNERSHIP OVERVIEW**

##### **Purpose of the Partnership**

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The San Francisco Office of Civic Engagement and Immigrant Affairs and CORO Northern California, a non-profit, non-partisan organization focused on redefining leadership, are partnering to launch a cross-sector civic engagement and experiential leadership program for professionals and/or community leaders. The program will engage participants from different sectors (business, community nonprofit, government, technology, philanthropy, education) to explore quality of life issues for San Francisco residents, particularly immigrants, newcomers, underserved and vulnerable communities. Participants will receive in-depth exposure to the issues and work with leaders across sectors who are shaping the quality of life and developing realtime, relevant solutions in specific areas and neighborhoods of San Francisco. The four-session (March – June, 2015) program will begin with San Francisco's Tenderloin neighborhood.

##### **San Francisco Office of Civic Engagement and Immigrant Affairs ([sfgov.org/oceia](http://sfgov.org/oceia))**

OCEIA is a policy, direct services and grantmaking office that promotes civic participation and inclusive policies to improve the lives of San Francisco's residents, particularly immigrants, newcomers, underserved and vulnerable communities. OCEIA bridges cultural, linguistic and economic barriers to ensure that San Francisco's diverse residents have equal access to city services and opportunities to participate and contribute to the success of the community and city.

##### **CORO Northern California ([coronorcal.org](http://coronorcal.org))**

CORO has provided exceptional leadership development programs for over 70 years. CORO's programs are transformative. They change the way people see themselves and relate to others. They change the way people organize and execute. CORO develops the qualities and abilities to prepare our society for the future. CORO leaders know when to step up and when to step back. They gain the introspection and awareness to ask and listen rather than to tell, to seek to understand interests rather than hold fast to positions, to consider systems rather than segments, and to take risks rather than maintain the status quo. CORO training enhances participant abilities in the areas of self and group awareness, interpersonal communication, and the insightful analysis of resources and systems. CORO does not provide specific solutions, but we create the conditions for solutions to emerge. Our experiential learning process develops life-long competencies and changes behaviors.

##### **Core competencies: CORO's programs focuses on developing four essential competencies:**

- Self-awareness/self-management, social awareness and integrity
- Systems thinking, understanding organizations and innovative problem solving
- Leading teams and organizations and making decisions
- Essential communications skills and relationship building



### Community Engagement Partnership Outcomes

1. Engage 20 community leaders representing various sectors in solving challenges facing San Francisco residents, particularly immigrants, newcomers, underserved and vulnerable communities;
2. Enhance participants' leadership abilities through exposure to and practice with a broad array of leadership skills and concepts that emphasize self and group awareness, interpersonal communication and insightful analysis of resources and systems;
3. Participants will work together to raise visibility and/or offer a solution to a current issue facing the Tenderloin community.

### Program Components

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**Seminars:** Participants learn key leadership skills, reflect on their application and develop a feeling of trust within the CORO cohort.

**Practicum:** Participants are expected to use the tools and concepts learned during seminars in their work environments. Skill application assignments are a key component of each seminar.

**Interviews:** Participants have the unique opportunity to conduct in depth interviews with community stakeholders and gain insight on key issues facing the Tenderloin.

**Learning Manual and Reading Guide:** Participants will receive curriculum documents, supplementary handouts and readings as they are taught.

**Reflection Questions:** In addition to inter-session readings and assignments, following each seminar, participants will complete a series of Reflection Questions that will be distributed electronically. The questions encourage participants to reflect on experiences and skills gained in seminar and to apply them to their work.

**Group Project:** Participants will apply the tools and concepts to design and deliver a scalable project which addresses a current issue facing the Tenderloin. The timeframe to complete this project will span at least 2 months.

### Participants

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We seek self-motivated individuals committed to ethical, effective leadership and building better communities. We are looking for applicants who:

- Lead a team or initiative in their professional or civic life and are looking toward the broader role they might take on in the Tenderloin and/or wider San Francisco community
- Individuals looking for an opportunity for significant community engagement.
- Have a strong intellectual curiosity
- Have the drive to shape a collaborative effort that sparks, expands, builds, or elevates an innovative approach to addressing a community issue in the Tenderloin.



## Program Assessments

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Participants will be required to complete a **pre-program questionnaire** that will clarify their personal desired goals for participating in the program, the areas they most want to improve as well as how they will hold themselves and others accountable for achieving individual and program goals. At the end of the program, a **post-program assessment** will evaluate the impact of the program and highlight areas for continued growth.

## Program Dates

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Seminars run from 10 am to 5 pm on the following dates:

- March 4, 2015
- April 1, 2015
- May 6, 2015
- June 3, 2015

The anticipated total participant time is approximately 45 hours: 28 hours in seminar, approximately 15 hours of work between seminars (4-5 hours between each seminar) and 2 hours for pre and post assessments.



## SAN FRANCISCO COMMUNITY ENGAGEMENT PARTNERSHIP APPLICATION

Please complete and submit this entire application form by **Monday, December 15, 2014**. Your application will be considered complete when all of the items below are received. We strongly recommend that you keep a copy of your application and all materials submitted with it. Please do not submit any additional letters of recommendation or supplemental application materials other than those specifically requested.

Submit applications to:

**CORO Northern California - Community Engagement Partnership**

**601 Montgomery St., Suite 800**

**San Francisco, CA 94111**

**415.986.0521**

### APPLICANT INFORMATION

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Best e-mail to contact you

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Work Phone

**SHORT**

**ANSWER**

**QUESTIONS**

**(500**

**WORDS**

**OR**

**LESS)**

**PLEASE RESPOND TO THE FOLLOWING, REQUIRED AS PART OF YOUR APPLICATION:**

- A. What are your reasons for participating in the Community Engagement Partnership?
- B. How do you envision your role influencing positive change(s) in the Tenderloin?
- C. What are at least two key community issues you are interested in addressing with the support of cross-sector leaders?

**PLEASE OBSERVE THE FOLLOWING GUIDELINES IN PREPARING ANSWERS TO THE ABOVE QUESTIONS:**

- ◆ The reflection questions must be typed with your full name, page number and "Question A, B or C" on each page
- ◆ Begin each essay on a separate piece of paper
- ◆ Restate the essay question at the beginning of each essay





## REFERENCES

One (1) recommendation is required as a part of your application. Please forward the reference form to your **professional supervisor** (or board member) with your commitment to the communities in which you are involved. Please instruct your reference person to mail completed form directly to CORO Northern California. It is the applicant's responsibility to verify that reference letters are received. Applications will not be considered unless they are complete.

### Reference Contact:

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Name

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Title/Organization

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Street Address

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City

State

Zip

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Phone Number

E-mail Address

## DECLARATION ON APPLYING

In submitting this application, I affirm that:

- ☐ I have reviewed the entire application and, to the best of my belief and knowledge, the information I have given is true and accurate.
- ☐ My supervisor supports my time commitment to this program, including full attendance throughout the entire program schedule.
- ☐ Except for circumstances beyond my control, if selected, I will complete the program in its entirety.
- ☐ I may be dismissed from the program if my performance proves unsatisfactory due to lack of interest or ability, unsatisfactory attendance, progress or conduct, violation of confidences shared during the program, or for any reason deemed by CORO/SFOCEIA to be detrimental to the overall program.

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Name of Applicant (please print)

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Signature of Applicant

Date

Please mail to:

**CORO Northern California - Community Engagement Partnership**  
**601 Montgomery St., Suite 800**  
**San Francisco, CA 94111**



## COMMUNITY ENGAGEMENT PARTNERSHIP

### APPLICANT RECOMMENDATION FORM

Name of Applicant: \_\_\_\_\_

**Instructions to the Applicant:** The Family Educational Rights and Privacy Act of 1974 opens many participant records for the participant's inspection. The law also permits the participant to sign a waiver relinquishing the right to inspect letters of recommendation. *If you sign this form, you relinquish your right to view your letter of recommendation.* Upon receipt of this form, CORO may contact the reference by telephone for verification purposes.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Reference: \_\_\_\_\_

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**Instructions to Recommender:** Please answer the following questions on your professional letterhead (if appropriate) and include your daytime telephone number.

1. How long have you known the applicant and in what capacity?
2. What characteristics demonstrate the applicant's ability to perform in this program? What growth opportunities warrant attention by the applicant?
3. How does the applicant perform in teams? What role do they normally take? What should other team members know in order to work well with them? Please cite specific examples.
4. How would you describe the applicant's communication style? How would you recommend they improve their communicative competency?

Please mail your signed letter by **Monday, December 15, 2014** directly to:

**CORO Northern California - Community Engagement Partnership**  
**601 Montgomery St., Suite 800**  
**San Francisco, CA 94111**  
**415.986.0521 (p)**  
**415.986.5522 (f)**  
**[cyee@coronorcal.org](mailto:cyee@coronorcal.org)**